

DEPARTMENT OF SOCIAL SERVICES

CHILDREN'S DIVISION

P.O. BOX 88

JEFFERSON CITY, MISSOURI

JANUARY 4, 2006

WHAT'S INSIDE:

- **Monthly Building Inspections**

MEMORANDUM

TO: REGIONAL EXECUTIVE STAFF, CIRCUIT MANAGERS AND CHILDREN'S DIVISION STAFF

FROM: PAULA NEESE, INTERIM DIRECTOR

SUBJECT: MONTHLY BUILDING INSPECTIONS

DISCUSSION:

The purpose of this memorandum is to introduce the Facilities Management policy, to be included in the Administrative Section in the Child Welfare Manual. This new policy provides a formal structure for addressing facilities management issues for the Children's Division. It was originally introduced in Memorandum [PN05-01](#) and is now being placed in [Section 8, Chapter 5](#).

NECESSARY ACTIONS:

1. Please review this memorandum with all Children's Division Staff.
2. All staff should read [Section 8, Chapter 5](#) in the Child Welfare Manual.
3. All questions should be cleared through normal supervisory channels and directed to:

PDS CONTACT:

Alicia Jenkins, PDS
573-751-0311

Alicia.Jenkins@dss.mo.gov

PROGRAM MANAGER:

Kathryn Sapp
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CHILD WELFARE MANUAL REVISIONS:

[Section 8, Chapter 5](#) Facilities Management

RELATED STATUTE: <i>N/A</i>
ADMINISTRATIVE RULES: <i>N/A</i>
COUNCIL ON ACCREDITATION (COA) STANDARDS: <i>G5.6.01</i>
PROGRAM IMPROVEMENT PLAN (PIP): <i>N/A</i>
SACWIS REQUIREMENTS: <i>N/A</i>
RELATED LINKS: <i>N/A</i>

PN/AJ